



## TOWN CLERK

### TOWN OF NORTHBOROUGH, MA

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Departments

Town Meeting Calendar

508-393-5001

**Andrew T. Dowd, Town Clerk**, Ext. 5002

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Northborough, MA 01532

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#### Office Hours

The Northborough Town Clerk's Office is open Monday, Wednesday, Thursday from 8AM to 4PM. Tuesday's we are open 8AM to 7PM and Friday's we are open 7AM until 12 Noon.

#### Mission of the Town Clerk's Office

The Northborough Town Clerk's Office is committed to providing courteous, competent, and efficient service to the Towns People. We are dedicated to the thorough preservation of the Town's vital records and historical documents for the benefit of future generations. We respect the right to vote as a fundamental civil right and will assure that all elections are conducted in a fair and open manner providing equal access to all citizens. Our office will operate in a modern, professional, and automated environment, with an emphasis on our fiscal responsibility to the taxpayers of Northborough.

#### Town Meeting/Elections

- Voter Registration
- Voting Locations

- Precinct Location Address
- Annual Town Meeting is held the 4<sup>th</sup> Monday of April. It will be held on Monday, April 22, 2002 at 7:30 PM in the Auditorium of the Algonquin Regional High School located at 79 Bartlett Street.

#### Notary Public

Notary Public services are available in the Office of the Town Clerk. The individual who is having their signature notarized must provide proper identification. The fee is \$2.00 per document.

#### Justice of the Peace

Town Clerk Andrew T. Dowd is a Justice of the Peace. To make an appointment, you may contact him through the Office.

#### Birth, Marriage, and Death Certificates

- Birth Certificates are available for births dating from 1766 to the present for any person born in the Town of Northborough or whose parents resided in Northborough when they were born.
- Marriage Certificates are available for records dated from 1766 to the present. The Town Clerk has the records for couples that filed their marriage intention in Northborough.
- Death Certificates are available for records dated from 1766 to the present. The Town Clerk has records for any individual who died in Northborough or who resided in Northborough at the time of their death.

#### Marriage Licenses

To apply for a marriage license, the bride and groom must appear in person together at the Town Clerk's Office to file a marriage intention. Each must be at least (18) eighteen years of age. If under the age of (18) eighteen they must obtain a court order from a probate or district court. There is a mandatory (3) three-day waiting period from the application date. This date can only be waived with a court order. The certificate is valid for (60) sixty days and can be used to marry in any city or town within the Commonwealth of Massachusetts.

#### Genealogy Searches

The Town Clerk's Office will assist citizens with Genealogy searches.

#### Permits

- Gasoline and Fuel Storage
- Raffle
- Bazaar
- Auctioneer

#### Dog Registrations

All dogs six months of age and older must be licensed with the Town Clerk. Evidence of a current rabies vaccination must be provided. Licensing period is January 1st to February 28th of each year. Licenses are available starting in December. A \$25.00 penalty will be charged for each dog not licensed by March 1<sup>st</sup>. This service can be utilized by mail. The information MUST be current and you MUST include a self-addressed stamped envelope.

Fee:

- 20.00 (dogs not spayed/neutered)
- 15.00 (spayed or neutered with a certificate from Vet)

Business Certificates